


Office of Inspector General  
U.S. House of Representatives  
Washington, DC 20515-9990

MEMORANDUM

TO: Jeff Trandahl  
Clerk of the House

Wilson Livingood  
Sergeant at Arms

James M. Eagen III  
Chief Administrative Officer

FROM:   
Steven A. McNamara  
Inspector General

DATE: September 17, 2003

SUBJECT: Management Advisory Report - House Officers Have Emergency Evacuation  
Plans (Report No. 03-CCS-03)

This is our final report on the development, communication, and implementation of evacuation plans by the House Officers. The objective of our review was to evaluate the House Officers' evacuation plans and procedures to determine if the plans were effective in assuring a coordinated, efficient, and orderly evacuation of the House Office Buildings during an emergency. Specifically, the review evaluated the development and implementation of the individual office evacuation plans. In this report, we found that the House Officers have adequately developed, communicated, and implemented evacuation plans to meet the needs of their individual offices. As a result, we did not make any recommendations for corrective action. **This report, which includes a discussion of overall issues and recommendations, is confidential and should not be released to anyone other than auditee management, except by approval of the House Office of Inspector General.**

In response to our June 26, 2003 draft report, your offices verbally concurred with the facts contained in this report. Since the audit does not contain findings or recommendations, your offices did not provide written responses to the draft report.

We appreciate the courtesy and cooperation extended to us by your staff. If you have any questions or require additional information regarding this report, please call me or Christian Hendricks at (202) 226-1250.

cc: Speaker of the House  
Majority Leader of the House  
Minority Leader of the House  
Chairman, Committee on House Administration  
Ranking Minority Member, Committee on House Administration  
Members, Committee on House Administration